

WORONI

BOARD MEETING MINUTES:
Monday 23 January 2017, 7.15pm

Meeting Venue:	Skype
Meeting Opened:	7.15PM
Meeting Closed:	9.15PM
Present:	Bronte McHenry, Finn Pedersen, Joanne Leong, Kanika Kirpalani, Kat Carrington, Oscar Jolly, Alex Joske, Laretta Flack
Apologies:	

No.	Item	Minutes	Action Items
1	Acknowledgement of Country	Bronte	
2	Confirmation of Previous Minutes	Approved out of session.	
3	Previous Action Items:	None.	
Print			
4	News Update	Doing interviews tomorrow and on Wednesday. There are lots of potential candidates.	

5	Content Update	<p>Just need to complete sub-editor guide. Lots of applications for reviewers – 24 last time I looked. A couple of articles and reviews to publish online. Catching up with sub-editors this week.</p>	
6	Creative Update	<p>Having meeting with my two design sub-editors soon. Also working on redesign for paper and putting together basics bits of bobs.</p>	
Radio			
7	Radio Update	<p>We have five sub-editor applications at this stage. We are sorting out O-Week at the moment. Also sorting out studio set up, and working on the sound quality in there. The ball is rolling!</p>	
TV			
9	TV Update	<p>Decided to keep the team at four or five sub-editors. Have six applications at this stage. We have a video of Brian making pizza which has turned out OK, though the sound quality isn't great. Need to focus more on photography.</p>	
Finance			
10	Finance Update	<p>Business Transaction Account: \$115,836.80 Business Online Saver: \$3,839.93 Term Deposit: \$60,000</p>	
Administration			
11	Administration Update	<p>I have planned some workshops: reviews, news, reporting, event photography, music and speaking on radio have all been planned. O-Week preparations are 50 per cent completed. O-Week is on the way!</p>	

Agenda Items

12	New style guide	Alex, Bronte and Laretta need to have a Skype call this week to organise the rest of it. It must be ready for the first edition. There will be a mini-contributors style guide, and then there will be a more comprehensive style guide for the sub-ed team.	Bronte, Laretta and Alex: organise style guide.
13	Distribution of work between news and content	Alex: A lot of news applications pitched comment article, so we need to make a clear distinction between comment and news. Needs to be updates and communication. Should chat about the potential for a letters to the editor section.	
14	Print contribution policy	Bronte is writing a print contribution policy. It will cover all bases and inform the wider public about what our expectations are, how the process works and what we will and will not publish.	
15	Redesigning page 2	Alex: I think the current page 2 is a bit unnecessary. We need to simplify it. We should try to find a way to fit more on the front page.	
16	Term Deposit Options	Vote: Option A: 7 Option B: 0 Option C: 0 Abstains: 1 (Kat)	
17	Approval: Code of Conduct Policy	Passed unanimously	
18	Approval: Corrections Policy	Passed unanimously	
19	Approval for ANUSM Publications Procedure	Section XI deleted and added to section X. Change editor to art editor.	Bronte: make amendments to the policy. All: vote on Approval Policy at next board meeting

20	Workplace Discrimination and Harassment Policy	Passed unanimously	
21	Conflict of Interest Policy	Passed unanimously	
22	Advertising Policy	Passed unanimously	
23	Standing Orders	Joanne noted that the headings are in different font to the body of text, and that this should be adjusted. Pass unanimously.	Bronte: change fonts.
24	Memorandum of Understanding	Compilation of policies and an added personal MoU. Template MoU to be sent around.	Bronte: send email with template MoU.
25	O-Week	There needs to be lots of decorations. We will have snacks all the time, lots of props, and heaps of stickers and leaflets. There should always be music. Friday night pre-party at the Woroni tent will be a Woroni rave cave with face paint, food, good music, et cetera.	
26	Print/Radio during O-Week	Need to compiling key event dates and times to organise photographers and radio presence.	Bronte: create O-Week key events calendar.